

**An Archaeological Watching Brief at The Registry Office, Tenant Street, Derby,  
(SK 3531 3631).**

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Design Specification for Archaeological Watching Brief at The Registry Office, Tenant Street, Derby, (SK 3531 3631). ULAS 25.8.2004

## **An Archaeological Watching Brief at The Registry Office, Tenant Street, Derby, (SK 3531 3631).**

**Gerwyn Richards**

### *Summary*

*University of Leicester Archaeological Services were commissioned by Maber Associates to undertake an archaeological watching brief at the Registry Office, Tenant Street Derby. The site is within the city's historic urban centre.*

*Three trenches were observed and nothing of archaeological significance was encountered during the course of the groundworks.*

### **1. Introduction**

University of Leicester Archaeological Services were commissioned by Maber Associates to undertake an archaeological watching brief during groundworks at the rear of the Registry Office, Tenant Street Derby (SK 3531 3631). The site is located within the historic urban centre of Derby (Fig 1) and medieval finds have been made in the vicinity, most notably during excavations at the nearby Magistrates Court. Although no archaeological deposits are recorded within the site area, this may be as a result of the lack of any previous investigations.

In accordance with Planning Policy Guidelines 16 (PPG16, Archaeology and Planning), para.30, and the conditions placed on the outline planning permission, the Sites and Monuments Record Officer, Derbyshire County Council, in his capacity as the archaeological advisor to the planning authority requested that an archaeological watching brief be carried out during all intrusive groundworks which may cause damage to buried archaeological remains.

Being an urban area, the soils have not been mapped, however the proximity of the River Derwent to the northeast would indicate likely alluvial deposits. The local geology is described as reddish brown soils of silty or clayey loam based upon Keuper Marl or Sandstone (Soil Survey 1965). The site itself lays at approximately 46.9m OD.

### **2. Methodology**

Prior to work commencing the area was being used for car parking and an external staircase for the adjacent buildings; the staircase had been demolished prior to arrival. In all three foundation trenches for the extension were excavated, two were aligned northwest, southeast, perpendicular to the existing building and were approximately 8 metres long the third, forming the gable end joined these south-easternmost ends of these two trenches parallel with the building and was approximately 4 metres long. The depth of the excavations ranged between 1200mm, immediately adjacent to the building to 900mm for the gable end trench and approximately 450mm wide. All trenches were excavated by 3 tonne mini-digger with toothed bucket.

### **3. Results**

The two longer trenches consisted entirely of modern build up and successive layers of hard standing, consisting of granite cobbles, bricks and modern tarmac, there was also an abundance of service trenches. The trench for the gable end, on the other hand encountered apparently undisturbed gravel deposits but no evidence of the extensive disturbance seen in the other trenches, but again nothing of archaeological significance was observed.

### **4. Conclusion**

Despite its promising location, nothing of archaeological significance was uncovered during the course of the watching brief, the majority of the trenches only encountered modern overburden and limited patches of apparently undisturbed gravels.

Further examination of the building plans indicates the presence of extensive cellarage within the adjoining buildings; the construction of these cellars would have resulted in the major ground disturbance observed within the trenches. The presence of apparently undisturbed material away from the buildings may indicate significantly less disturbance has occurred in these areas and buried archaeological remains could be present.

## Figures



Fig. 1: Site location

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Figure 2 Area of Watching Brief (Not to Scale). Drawing Supplied by Maber & Associates.



**Colour Plate 1** Area of Watching Brief, Work in Progress.

## Appendix

### UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES

#### Design Specification for an Archaeological Watching Brief

*Register Office, Royal Oak House, 1 Tenant Street, Derby*

*NGR SK 3531 3631*

*Planning Application Number: DER/04/043/00722/PRI*

*Client: Maber and Associates*

#### 1. Introduction

##### 1.1 *Definition and scope of the specification*

In accordance with Planning Policy Guidelines 16 (PPG16, Archaeology and Planning), para.30, and the conditions placed on the outline planning permission (condition no. 3), this specification constitutes a 'written scheme of archaeological investigation' which ULAS intends to implement on behalf of the Client in mitigation of any damage which may be caused to buried archaeological remains from the development. The specification addresses the requirement for an archaeological watching brief requested for the site by the Sites and Monuments Record Officer, Derbyshire County Council, in his capacity as the archaeological advisor to the planning authority.

##### 1.2 This document provides a scheme of works for:

A watching brief to be undertaken during the extension to enclose the staircase for Register Office, Royal Oak House, 1 Tenant Street, Derby, (SK 3531 3631).

- The planning conditions include provision to be made for an archaeological watching brief to monitor all groundworks.

#### 2. Archaeological Objectives

- To identify the presence/absence of any archaeological deposits.
- To establish the character, extent and date range for any archaeological deposits to be affected by the proposed ground works.
- To excavate and record any archaeological deposits to be affected by the ground works.
- To produce an archive and report of any results.

#### 3. Background

##### 3.1 *Archaeological Background*

3.1.1 The Register Office is within the historic core of Derby. Medieval finds have been made in the vicinity.

3.1.2 Although no archaeological deposits are recorded within the site area, this may be as a result of the lack of any previous investigations.

#### 4. Methodology

##### 4.1 *General Methodology and Standards*

4.1.1 All work will follow the Institute of Field Archaeologists (IFA) Code of Conduct and adhere to their *Standard and Guidance for Archaeological Watching Briefs*.

4.1.2 Staffing, Recording systems, Health and Safety provisions and Insurance details are provided.

4.1.3 Internal monitoring procedures will be undertaken including visits to the site by the project manager. These will ensure that project targets are being met and professional standards are

being maintained. Provision will be made for external monitoring meetings with the Planning authority and the client, if required.

#### 4.2 **General Watching Brief Strategy**

4.2.1 It is the aim, that through archaeological observation of overburden stripping and, if necessary, foundation and service trench excavation by the client's contractors, ULAS will obtain an adequate record of any archaeological deposits or finds disturbed or exposed by all areas disturbed by the works associated with the development.

4.2.4 The archaeological watching brief will involve the presence on site of an experienced professional archaeologist. During this excavation, if any archaeological deposits are seen to be present, the archaeologist will record areas of archaeological interest. A second archaeologist may also be required in areas of greater archaeological potential, or if surveying is required.

4.2.5 The archaeologist/s will cooperate at all times with the contractors to ensure that there are no unnecessary delays to the work. However, if any archaeological deposits are seen to be present, the archaeologist will have the power to temporarily halt the works in order to define and record areas of archaeological interest.

4.2.6 Any archaeological deposits encountered will be recorded and excavated using standard ULAS procedures (see section 5 below).

#### 4.3 Contingencies and unforeseen circumstances

4.3.1 In the event that unforeseen archaeological discoveries are made during the development, ULAS shall have the power to halt any ground works and shall inform the site agent/project manager, the Planning Archaeologist and Planning Authority and prepare a short written statement with plan detailing the archaeological evidence. Following assessment of the archaeological remains by the Planning Archaeologist, ULAS shall, if required, implement on behalf of the client a contingency scheme for emergency excavation of affected archaeological features.

### 5 *Recording Systems*

5.1. The ULAS recording manual will be used as a guide for all recording.

5.2. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording sheets. If the complexity of the archaeology warrants it, records will be computerised onto a database.

5.3. A site location plan based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO) will be prepared. This will be supplemented by plans at 1:200 (or 1:100), which will show the location of the areas investigated in relationship to the investigation area and OS grid.

5.4. Some record of the full extent in plan of all archaeological deposits encountered will be made on drawing film, related to the OS grid and be at a scale of 1:10 or 1:20. Sections including the half-sections of individual layers of features will be drawn as appropriate. The relative height of principal strata and features will be calculated and indicated on the appropriate plans.

5.5. An adequate photographic record of the investigations will be prepared. This will include black and white prints and colour transparencies illustrating in both detail and general context the principal features and finds discovered. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological operation mounted.

5.6. This record will be compiled and checked during the course of the excavations.

### 6. **Environmental Sampling**

6.1 If significant archaeological features are subject to excavation, the sampling strategy will include the following if appropriate:

- i. A range of features to represent all feature types, areas and phases will be selected on a judgmental basis. The criteria for selection will be that deposits are datable, well sealed and with little intrusive or residual material.
  - ii. Any buried soils or well-sealed deposits with concentrations of carbonised material present will be intensively sampled taking a known proportion of the deposit.
  - iii. Spot samples will be taken where concentrations of environmental remains are located.
  - iv. Waterlogged remains, if present, will be sampled for pollen, plant macrofossils, insect remains and radiocarbon dating provided that they are uncontaminated and datable. Consultation with the specialist will be undertaken.
- 6.2 Wet sieving with flotation will be carried out using a York Archaeological Trust sieving tank with a 0.5mm mesh and a 0.3mm flotation sieve. The small size mesh will be used initially as flotation of plant remains may be incomplete and some may remain in the residue.
- 6.2.1 The residue > 0.5mm from the tank will be separated into coarse fractions of over 4mm and fine fractions of > 0.5-4mm. The coarse fractions will be sorted for finds. The fine fractions and flots will be evaluated and prioritised; only those with remains apparent will be sorted. The prioritised flots will not be sorted until the analysis stage when phasing information is available.
- 6.2.2 Flots will be scanned and plant remains from selected contexts will be identified and further sampling, sieving and sorting targeted towards higher potential deposits.

## **7. Finds and Samples**

- 7.1 The IFA Guidelines for Finds Work will be adhered to.
- 7.2 All antiquities, valuables, objects or remains of archaeological interest, other than articles declared by Coroner's Inquest to be subject to the Treasure Act, discovered in or under the Site during the carrying out of the project by ULAS or during works carried out on the Site by the Client shall be deemed to be the property of ULAS provided that ULAS after due examination of the said Archaeological Discoveries shall transfer ownership of all Archaeological Discoveries unconditionally to Derby Museum and Art Gallery for storage in perpetuity.
- 7.3 Before commencing work on the site, a site code will be issued to all records and finds from the site, to be agreed with the Derby Museum and Art Gallery.
- 7.4 During the fieldwork, different sampling strategies may be employed according to the perceived importance of the strata under investigation. Close attention will always be given to sampling for date, structure and environment.
- 7.5 All identified finds and artefacts, including faunal remains, are to be retained, although certain classes of building material will, in some circumstances, be discarded after recording with the approval of the Planning Archaeologists. The IFA Guidelines for Finds Work will be adhered to.
- 7.6 All finds and samples will be treated in a proper manner. Where appropriate they will be cleaned, marked and receive remedial conservation in accordance with recognised best practice. This will include the Site code number, finds number and context number. Bulk finds will be bagged in clear self sealing plastic bags, again marked with Site code, finds and context numbers and boxed by material in standard storage boxes (340mm x 270mm x 195mm). All metal objects will be x-rayed and then selected for conservation. All materials will be fully labelled, catalogued and stored in appropriate containers.

## **8. Health and Safety**

- 8.1 ULAS is covered by and adheres to the University of Leicester Statement of Safety Policy and the ULAS Health and Safety Manual (2001) with appropriate risks assessments for all archaeological work. A draft Health and Safety statement for this project is attached as Appendix 1. The relevant Health and Safety Executive guidelines will be adhered to as appropriate. The HSE has determined that archaeological investigations are exempt from CDM regulations.

8.2 Health and Safety procedures will be agreed between ULAS and the site tenants prior to the commencement of work, and will be subject to review by both parties for the duration of the works.

8.3 The University of Leicester Archaeological Services Health and Safety Policy and manual have also recently been issued and will be adhered to during the course of the archaeological works.

## **9. Insurance**

9.1 All employees, consultants and volunteers are covered by the University of Leicester public liability insurance with Gerling Insurance Service Co. Ltd. (policy number 62/99094H/D expires: 01/08/2003), Employers Liability Insurance is with Zurich Insurance (policy number J0198732 expires: 01/08/2003) and Professional Indemnity Insurance is with Royal & Sun Alliance Insurance London (policy number PI45000A expires: 01/08/2003).

## **10. Monitoring arrangements**

10.1 Unlimited access to monitor the project will be available to both the Client and his representatives and Planning Archaeologist subject to the health and safety requirements of the site. It will be the responsibility of ULAS to keep the curatorial staff at Derbyshire County Council informed about the progress of the works and proposed schedules, so that monitoring arrangements can be made.

10.2 All monitoring shall be carried out in accordance with the IFA *Standard and Guidance for Archaeological Evaluations/Watching Briefs*

10.3 Internal monitoring will be carried out by the ULAS project manager.

## **11 Timescale and Staffing**

11.1 The groundworks are scheduled to start in September 2004. It is envisaged that a single professional archaeologist will be required on-site for the majority of the watching brief works.

## **12 Report and Archive**

12.1 A report on the building appraisal will be submitted separately to the watching brief report and prior to any demolition works being undertaken at the site.

12.2 A brief report in letter form, summarising the main results of the watching brief will be released, if required, after the completion of interim phases of fieldwork.

12.3 The full, bound report in A4 format will usually follow within eight weeks of the completion of all fieldwork, and copies will be dispatched to: Derbyshire County Council Planning Archaeologist/Sites and Monuments Record (2), Derby City Council (1), Derby Museum and Art Gallery (1), the Client (2). The report will include consideration of:-

- i) Non-technical Summary
- ii) Introductory Statement
- iii) The aims and purpose of the watching brief
- iv) The methodology adopted in the course of the watching brief
- v) The nature, location, extent, date, significance and quality of any structural, artefactual and environmental material uncovered
- vi) Conclusion, including a confidence statement
- vii) Appropriate illustrative material including maps, plans, sections, drawings and photographs.
- viii) Supporting data – including as a minimum basic quantification of all artefacts, ecofacts and structural data
- ix) The location and size of the archive
- x) References

- 12.4 A full copy of the archive as defined in *The Guidelines For The Preparation Of Excavation Archives For Long-Term Storage* (UKIC 1990), and *Standards In The Museum: Care Of Archaeological Collections* (MGC 1992) and *Guidelines for the Preparation of Site Archives and Assessments for all Finds* (other than fired clay objects) (Roman Finds Group and Finds Research Group AD 700-1700 1993) will be presented to the Derby Museum and Art Gallery normally within six months of the completion of fieldwork (arrangements for this are in progress). This archive will include all original written, drawn, photographic records, notes relating directly to the investigations undertaken, as well as final copies of the desk-based assessment, watching brief report and buildings appraisal, along with any finds and an index to the archive.

### **13 Publication**

- 13.1 A summary of the evaluation will be submitted for inclusion in the Derbyshire Archaeological Journal. If warranted, a more detailed report will be submitted. Details of any publication will be sent to the Derbyshire County Council Sites and Monuments Record.

### **14. Copyright**

- 14.1 The copyright of all original finished documents shall remain vested in ULAS and ULAS will be entitled as of right to publish any material in any form produced as a result of its investigations.

### **15. Acknowledgement and publicity**

- 15.1 ULAS shall acknowledge the contribution of the Client in any displays, broadcasts or publications relating to the site or in which the report may be included.
- 15.2 The Client has made it known that no contact with the media regarding the site shall be undertaken by any member of ULAS on site. All enquiries from the media or members of the public made to ULAS shall be directed to the Client for comment.

### **16. Bibliography**

MAP 2, The management of archaeological projects 2nd edition English Heritage 1991

MGC 1992, Standards in the Museum Care of Archaeological Collections 1992 (Museums and Galleries Commission)

RFG/FRG 1993, Guidelines for the preparation of site archives (Roman Finds Group and Finds Research Group AD 700-1700 1993)

SMA 1993, Selection, retention and Dispersal of Archaeological Collections. Guidelines for use in England, Wales and Northern Ireland 1993 (Society of Museum Archaeologists)

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## APPENDIX 1

### Draft Project Health and Safety Policy Statement

A risks assessment will be produced by on-site staff, which will be updated and amended during the course of the evaluation.

#### 1. Nature of the work

1.1 This statement is for an archaeological watching brief.

1.2 The work will involve observation of groundworks during daylight hours and recording of any underlying archaeological deposits revealed. Overall depth is likely to be c. 0.2-0.5m. This will involve the examination of the exposed surface with hand tools (shovels, trowels etc) and excavation of archaeological features. All work will adhere to the ULAS Health and Safety Policy and manual (2001) and the guidance in the Standing Committee of Archaeological Unit Managers manual, as revised in 1997, together with the following relevant Health and Safety guidelines.

1.3 HSE Construction Information Sheet CS8 Safety in excavations.

HSE Industry Advisory leaflet IND (G)143 (L): Getting to grips with manual handling.

HSE Industry Advisory leaflet IND (G)145 (L): Watch Your back.

CIRIA R97 Trenching practice.

CIRIA TN95 Proprietary Trench Support Systems.

HSE Guidance Note HS(G) 47 Avoiding danger to underground services. HSE Guidance Note GS7 Accidents to children on construction sites

1.4 The Health and Safety policy on site will be reassessed during the evaluation .

1.5 All work will adhere to the contractors' health and safety policy.

#### 2 Risks Assessment

##### 2.1 Working within a building site

Precautions. No work will be undertaken beneath section faces. Loose spoil heaps will not be walked on. Protective footwear will be worn at all times. Hard hats will be worn at all times. A member of staff qualified in First Aid will be present at all times. First aid kit, vehicle and mobile phone to be kept on site in case of emergency.

##### 2.2 Working with plant.

Precautions. Hard hats, protective footwear and hazard jackets will be worn at all times. No examination of the area of stripping will take place until machines have vacated area. Observation of machines will be maintained during hand excavation. Liaison will be maintained with the contractors to ensure programme of machine movement is understood.

##### 2.3 Working within areas prone to waterlogging.

Protective clothing will be worn at all times and precautions taken to prevent contact with stagnant water which may carry Vialls disease or similar.

##### 2.4 Working with chemicals.

If chemicals are used to conserve or help lift archaeological material these will only be used by qualified personnel with protective clothing (i.e a trained conservator) and will be removed from site immediately after use.

##### 2.5 Other risks

Precautions. If there is any suspicion of unforeseen hazards being encountered e.g chemical contaminants, unexploded bombs, hazardous gases work will cease immediately. The client and relevant public authorities will be informed immediately.

2.9 No other constraints are recognised over the nature of the soil, water, type of excavation, proximity of structures, sources of vibration and contamination.

Patrick Clay  
25.8.2004



**Corporate Division**

***TO WHOM IT MAY CONCERN***

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10 August 2004

Our Ref: EU/SN/Ext 5010

Dear Sirs

**University of Leicester – Liability Insurances**

We act as Insurance Brokers for the above and can confirm that we have arranged on their behalf the following liability insurances:-

***Employers Liability***

Insurer : Zurich Insurance  
Policy Number : J0198732  
Expiry Date : 10 August 2004  
Indemnity Limit: : £10,000,000 any one occurrence  
Extension : Indemnity to Principal

***Public Liability***

Insurer : Gerling Insurance Service Company Ltd  
Policy Number : 62/99094H/D  
Expiry Date : 10 August 2004  
Indemnity Limit: : £10,000,000 any one occurrence  
£10,000,000 any one period for Products Liability  
Extension : Indemnity to Principal  
Liability assumed under Contract or Agreement

We trust that the above information is sufficient for your needs if not, please do not hesitate to contact us.

Yours faithfully

Miss Sam Nappey  
Account Handler  
Education Unit



**Corporate Division**

***TO WHOM IT MAY CONCERN***

P.O. Box 35  
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10 August 2004

Our Ref: EU/SN/Ext 5010

Dear Sirs

**University of Leicester – Professional Indemnity Insurance**

We act as Insurance Brokers for the above and can confirm that we have arranged on their behalf the following insurance:-

**Insurer** : Royal & Sun Alliance Insurance London  
**Policy Number** : PI45000A  
**Expiry Date** : 10 August 2004  
**Indemnity Limit:** : £10,000,000 any one claim and in all

We trust that the above information is sufficient for your needs if not, please do not hesitate to contact us.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Sam Nappey', is written over a horizontal line.

Miss Sam Nappey  
Account Handler  
Education Unit